

Controlled Substance Protocol

(Schedule I and II Controlled Substances)

Guidelines for Acquiring & Accounting for Controlled Substances for Scientific Use



Lawrence Berkeley National Laboratory
University of California
Berkeley, California

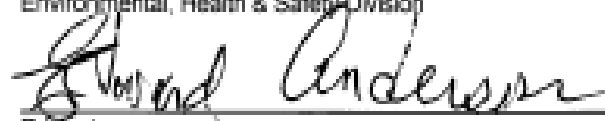
Effective March 7, 2007
Revision 1 - May 2007

Controlled Substance Protocol for the Ernest Orlando Lawrence Berkeley National Laboratory


March 2007

Version 1


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LAWRENCE BERKELEY NATIONAL LABORATORY
CONTROLLED SUBSTANCE PROTOCOL
(SCHEDULE I & II CONTROLLED SUBSTANCES)

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Forward

The Controlled Substance Protocol (Protocol) was created to comply with Section 802(6) of Title 21, 21 CFR Part 1300 of the United States Code & California Health & Safety Code Section 11100. The Lab is not a distributor of controlled substances as defined in Section 802. As such, a protocol needed to be created for Schedule I & Schedule II Controlled Substances use in science and research. Thus, in October 2006 the process of planning and developing the Protocol began.

The Protocol serves as a guide for Lab stakeholders who either use controlled substances in science and research projects or are involved in its procurement, receiving, delivering, handling, securing, inventorying, and disposal. The goal was to develop guidelines and best practices to ensure safety, accountability, security, and compliance when receiving, distributing, using and disposing of controlled substances.

The Protocol is a living document subject to updates as deemed by scientific research. When updates are needed, the Controlled Substances Advisory Committee (Appendix B) will convene to integrate newly introduced best practices.

Howard K. Hatayama
Division Director
Environmental, Health & Safety Division

Revisions

Revision I (May 2007)

<u>Section</u>	<u>Revision</u>	<u>Page</u>
3	Roles & Responsibilities	
	<ul style="list-style-type: none">Principal Investigator (PI)	11
	PI designates an alternative signer for each order by providing a "Designated Alternate Signer" memo to Procurement's Controlled Substance Liaison Officer	11
	Upon receipt of chemical, PI enters inventory into Lab's Chemical Management System (CMS)	
	<ul style="list-style-type: none">Procurement	13
	Procurement receives "Designated Alternative Signer" memo from PI	
	<ul style="list-style-type: none">Security	14
	Security will contact University of California Police Department's Captain of Operations to arrange transport of substance to University of California Berkeley destination	
4	Acquisition Guidelines	
	<ul style="list-style-type: none">Initiation of Process	16
	PI provides Procurement with a "Designated Alternative Signer" memo indicating the name and signature of the full-time, LBNL employee who can sign for receipt of the substance in the absence of the PI	
	<ul style="list-style-type: none">Procurement	17
	Procurement receives PI's "Designated Alternative Signer" memo and sends copy to Receiving	
	<ul style="list-style-type: none">Receiving	18
	After delivery of substance, Receiving provides PI with a copy of the Controlled Substance Protocol	

LAWRENCE BERKELEY NATIONAL LABORATORY
 CONTROLLED SUBSTANCE PROTOCOL
 (SCHEDULE I & II CONTROLLED SUBSTANCES)

<u>Section</u>	<u>Revision</u>	<u>Page</u>
	<ul style="list-style-type: none"> • Security 	
	Provides a copy of the Controlled Substance Protocol to PI	19
	If destination of package is University of California-Berkeley, Security contacts UC Police Department's Captain of Operations to coordinate transport and delivery with a copy of the Controlled Substance Protocol	19
Appendix D	"Designed Alternative Signer" Sample Memo	38
Appendix E	Chain of Custody Flow Chart for Transportation of Substance to UC Berkeley	39
Appendix F	Chain of Custody Form	41
	Original to Controlled Substance Liaison Officer Copies to Receiving, Security, Property Management	

1 Executive Summary

Goals

- To ensure and maintain accountability of controlled substances
- To successfully facilitate obtaining controlled substances for research
- To ensure compliance with appropriate federal, state, and local codes, regulations and laws
- To make the protocol easily accessible and timely to all stakeholders and users to ensure continuity and consistency in the handling and use of controlled substances
- To develop and implement best practices in procurement, accountability, security, and disposal of controlled substances

Objective

To develop protocols to achieve the above stated goals in a safe and secure manner in support of science.

Summary

Controlled substances are regulated by Section 802(6) of Title 21, 21 CFR Part 1300, United States Code & California Health & Safety Code Section 11100. Scientists can use controlled substances in their research. It is LBNL's goal to develop guidelines and best practices to ensure safety, accountability, security, and compliance when receiving, distributing, using and disposing of controlled substances.

This protocol is developed to ensure consistency, accountability and make available a process in which all Lab stakeholders can use when working with controlled substances.

2 Controlled Substances Used at LBNL

The Controlled Substance Liaison Officer (CSLO) assists Principal Investigators (PIs) in procuring the following controlled substances for scientific use:

- Cocaine
- Demerol
- Ethanol
- Hydromorphone
- Morphine
- Nembutal
- Piperdine
- Phenylacetone
- Sodium Pentobarbital

Controlled substances listed on Schedule I and Schedule II (Appendix A) are subject to the protocols contained in this document.

LBNL has a license to purchase only Schedule I and II substances. For any questions regarding these materials, please contact the Controlled Substance Liaison Officer (CSLO).

3 Roles and Responsibilities

Principal Investigator (PI)

- Contacts Procurement (CSLO) to initiate controlled substance acquisition process for research usage
- Maintains purchase, use and disposal records, documentation and usage log book
 - Schedule I and II drugs records separate from Schedule III, IV & V
 - If substance is brought to LBNL by a scientist from another lab, Lab Security must be notified¹
- Completes proper paperwork for ordering
 - For each order, PI designates a back-up or assistant to receive delivery
 - The back-up or assistant must be a full-time, career LBNL employee (see Appendix D for sample “Designated Alternative Signer” memo)
- Keeps controlled substances in a secured area
- Chemical Management System
 - Upon receipt of chemical, enters data into Lab’s Chemical Management System (CMS)
- Reports theft, loss and movement on- and/or off-site to EH&S Security and Property Management
- Prior to disposal, custody terminates when substance is no longer required
- Contact EH&S Waste Management for disposal
 - Provides appropriate Project ID to Waste Management for disposal services

¹ **Note:**

Any controlled substance not processed by the Controlled Substance Liaison Officer (CSLO) must be reported to the Lab Security Manager and/or Site Access Manager prior to its arrival at LBNL, e.g. a scientist from another lab brings a controlled substance to LBNL for use.

Once the controlled substance arrives at the Lab, the appropriate elements of this protocol apply.

Roles and Responsibilities (continued)

Principal Investigator (PI)

- Notify Property Management
 - Upon termination of employment
 - Request inventory of assigned substance prior to termination
 - Inform supervisor of results of inventory
 - Transfer assigned substance to a new custodian prior to termination
 - Inform supervisor and Lab Security of transfer

Roles and Responsibilities (continued)

Procurement

- Registers with Drug Enforcement Agency and maintains license
- Receives from PI "Designated Alternative Signer" memo and sends copy to Receiving for each purchase order
- Maintains restricted item list
- Designates primary and back-up buyer as the Controlled Substance Liaison Officer (CSLO)
- Maintains Procurement Policy and Procedure
- Approves and processes purchase requisitions
- Sends copy of approved Purchase Order for any Controlled Substance to Property Management
- Maintains purchase and registration records
- Notifies Lab Security for new user lab security check
- Reviews annual controlled substances inventory report
- Participates on the Controlled Substance Advisory Committee (CSAC)

Receiving

- Receives and secures controlled substance
- Maintains receiving records
- Notifies Lab Security of shipment arrival within 1 business day
 - Begins chain of custody process (See Appendix D: Chain of Custody Form)
 - Copies Property Management on notification to Lab Security of shipment arrival
- Participates on the Controlled Substance Advisory Committee (CSAC)

Roles and Responsibilities (continued)

Security

- Assists with the transportation of the controlled substance, as required
- If transport is off-site to UC Berkeley, contacts UC Berkeley Police Department's Captain of Operations to arrange for transport
- Ensures controlled/secured storage, as required
- Facilitates chain of custody process (see Appendix D: Chain of Custody Form)
- Communicates with principal investigator to resolve any Security concerns
- Establishes points of contact, as necessary, such as principal investigators
- Reviews annual controlled substances inventory report
- Participates on Controlled Substances Advisory Committee (CSAC)
- Facilitates transfer of custody when Principal Investigator (PI) is terminated
 - Upon notification of PI termination, validates transfer of custody with Property Management and new custodian of substance
- Facilitates police report upon notification of controlled substance theft or loss

Waste Management

- Maintains the contract with an appropriate vendor for proper disposal
- Assists PI in packaging material for disposal
- Processes contractor invoices for disposal
- Interact with appropriate PIs/Users and agencies, as needed
- Participates on the Controlled Substances Advisory Committee (CSAC)

Roles and Responsibilities (continued)

Property Management

- Performs annual physical inventory
 - Forwards results to CSLO, Lab Security and Procurement
- Maintains appropriate records
- Interacts with appropriate PI/user to begin disposal procedure
- Participates in the Controlled Substance Advisory Committee

4 Acquisition Guidelines

Initiation of Process

- Researcher initiates purchase request
- PI approves researcher's request
- Approved requisition is entered into PeopleSoft by appropriate division office
- PI provides to Procurement a "Designated Alternative Signer" memo indicating the name and signature of the full-time, LBNL employee who can sign for receipt of the substance in the absence of the PI
- CSLO (buyer) validates requisition and initiates procurement process

If substance is brought to LBNL by a scientist from another lab, Lab Security Manager and or Site Access Manager must be notified to ensure compliance with this protocol.

Acquisition Guidelines (continued)

Procurement

- Receives Principal Investigator's/Researcher's
 - Request for obtaining controlled substance through respective Division via ePro approval process
 - "Designated Alternative Signer" memo
- Contacts respective vendor for
 - Pricing
 - Availability of item
- Creates Purchase Order (PO) and forwards to Vendor
 - Forwards copy to Vendor and requires acknowledgement
 - Forwards copy of PO to PI
 - Forwards copy of PO to Property Management
 - Maintains original PO
 - Forwards Vendor acknowledgement to PI
- Contacts Shipping & Receiving to make them aware of upcoming shipment
 - Sends email to receiving@lbl.gov and follows up with phone call with arrival date (within 24 hours before arrival of shipment) and tracking number
 - Forwards PO# to Shipping & Receiving
 - Sends copy of PI's "Designated Alternative Signer" to Receiving
- Receives notification from Shipping & Receiving that substance has arrived
 - Contacts PI to indicate substance has arrived and ready for pick-up or transport by Lab Security

Acquisition Guidelines (continued)

Receiving

- Receives substance
 - Staff reviews work instruction for distribution of substance
 - Carrier arrives at Building 69 Receiving Dock
 - Package is received
 - Scanned into Tracking System (starts paper trail)
 - Informs Receiving staff and sends confirmation email to CSLO (buyer)
 - Secured in cage
- Notifies PI or Authorized Signer for Transfer
 - PI travels to Building 69 to take possession of package or
 - Package may be delivered via Lab Security or Lab Transportation and PI signature required upon delivery.
- Initiates Delivery
 - Initiates chain of custody process (see Appendix D: Chain of Custody Form)
 - After delivery by Transportation is complete, Receiving Lead
 - Notifies Property Management of completed delivery
 - Forwards a copy of Signed Record provided to Property Specialist
- Releases controlled substance to
 - PI with a copy of the Controlled Substance Protocol
 - Lab Security

Acquisition Guidelines (continued)

Security

- Assist with transportation, as required
- Ensures controlled/secured storage, as required
- Continues chain of custody process
- Communicates with PI to resolve any security concerns
- Provides a copy of the Controlled Substance Protocol to PI or Designee's Authorized Signer
- Establishes points of contact, as necessary
- If destination of package is University of California-Berkeley
 - Contact UC Police Department's Captain of Operations to coordinate transport and delivery with a copy of the Controlled Substance Protocol

Transportation

- Delivers package via the Lab Transportation Department
- Uses IBox tracking system to maintain the chain of custody of the controlled substance package
- Releases or delivers package to the name listed on the package
 - Signature is required with proof of identification via Lab badge
- Ensures controlled/secured storage, as required
- Notifies Receiving upon completion of delivery

Acquisition Guidelines (continued)

Principal Investigator (PI) / Researcher

- Picks-up substance from Shipping & Receiving or receives from Lab Security and/or Site Access Manager
 - Signs and maintains chain of custody form
 - Receives copy of Controlled Substance Protocol
- Keeps controlled substances in a secured area
- Reports theft, loss, or movement on- and/or off-site to Lab Security and Property Management²
- Contacts Procurement and EH&S Waste Management to begin disposal procedure
 - Provides a valid Project ID for contract disposal services.
- Notifies Security upon termination of PI employment
- Contacts CSLO if additional substance is needed when original substance is depleted

² **Note:**

Any controlled substance not processed by the Controlled Substance Liaison Officer (CSLO) must be reported to the Lab Security Manager and/or Site Access Manager prior to its arrival at LBNL, e.g. a scientist from another lab brings a controlled substance to LBNL for use.

Once the controlled substance arrives at the Lab, the appropriate elements of this protocol apply.

Acquisition Guidelines (continued)

Property Management

- Performs annual physical inventory
 - Schedules annual inventory
 - Conducts inventory
 - Prepares inventory report
- Issues inventory report to Director, EH&S
 - Copy to Procurement Director
 - Copy to CSLO
 - Copy to Lab Security Manager
 - Copy to Office of Internal Audit (OIA)
- Maintains appropriate records
 - Updates controlled substance records upon notification of custody status changes (e.g. termination of PI, relocation of substance, transfer of custody)
- Provides controlled substance disposal container and paperwork to PI

5 Disposal

Waste Management

- Assist the PI in preparing the controlled substance for disposal according to Waste Management process and protocols
- Process the invoice using the PI-supplied Project ID
- Interact with regulatory agencies as needed

6 Controlled Substance Advisory Committee

Program Overview

A Controlled Substance Advisory Committee (CSAC) has been established and shall meet when necessary to discuss controlled substance issues that impact this protocol. The members of the advisory committee are:

Chair	Division Director, Environmental, Health & Safety (EH&S) or designee
Committee Members	Control Substance Liaison Officer, OCFO – Procurement
	Security Manager, Security & Emergency Operations (SEO) Group Leader, EH&S/Integrated Safeguards & Security (ISSM)
	SEO Program Manager, EH&S/ISSM – SEO
	Site Access Manager, EH&S/ISSM – SEO
	Transportation Manager, Facilities
	Property Manager, OCFO – Property Management
	Principal Investigator, TBD
	Representative, Berkeley Site Office
	Waste Management Group Leader or designee, EH&S

The CSAC will conduct an annual assessment of the established protocol and activities during the fourth quarter of the fiscal year and will be scheduled by Procurement. Based on best practices and research needs, the protocol will be updated. The completed revised protocol will be forwarded to the CSAC chair for approval.

Appendix A: Glossary

Schedule I Substance
(Controlled Substance Act)

A chemical specified by regulation of the Attorney General as a chemical that is used in manufacturing a controlled substance in violation of this title and is important to the manufacture of the controlled substances, and such term includes (until otherwise specified by regulation of the Attorney General, as considered appropriate by the Attorney General or upon petition to the Attorney General by any person) the following:

- **(a) Opiates**

Unless specifically excepted or unless listed in another schedule, any of the following opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters, and ethers, whenever the existence of such isomers, esters, ethers, and salts is possible within the specific chemical designation:

- (1) Acetylmethadol.
- (2) Allylprodine.
- (3) Alphacetylmethadol. (FOOTNOTE 2) (FOOTNOTE 2) So in original. Probably should be "Alphacetylmethadol."
- (4) Alphameprodine.
- (5) Alphamethadol.
- (6) Benzethidine.
- (7) Betacetylmethadol.
- (8) Betameprodine.
- (9) Betamethadol.
- (10) Betaprodine.
- (11) Clonitazene.
- (12) Dextromoramide.
- (13) Dextrophan.
- (14) Diampromide.
- (15) Diethylthiambutene.
- (16) Dimenoxadol.
- (17) Dimepheptanol.
- (18) Dimethylthiambutene.
- (19) Dioxaphetyl butyrate.
- (20) Dipipanone.
- (21) Ethylmethylthiambutene.
- (22) Etonitazene.
- (23) Etoxidine.
- (24) Furethidine.
- (25) Hydroxypethidine.
- (26) Ketobemidone.
- (27) Levomoramide.

- (28) Levophenacymorphan.
- (29) Morpheridine.
- (30) Noracymethadol.
- (31) Norlevorphanol.
- (32) Normethadone.
- (33) Norpipanone.
- (34) Phenadoxone.
- (35) Phenampromide.
- (36) Phenomorphan.
- (37) Phenoperidine.
- (38) Piritramide.
- (39) Propheptazine.
- (40) Properidine.
- (41) Racemoramide.
- (42) Trimeperidine.

(b) Opium Derivatives

Unless specifically excepted or unless listed in another schedule, any of the following opium derivatives, their salts, isomers, and salt of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

- (1) Acetorphine.
- (2) Acetyldihydrocodeine.
- (3) Benzylmorphine.
- (4) Codeine methylbromide.
- (5) Codeine-N-Oxide.
- (6) Cyprenorphine.
- (7) Desomorphine.
- (8) Dihydromorphine.
- (9) Etorphine.
- (10) Heroin.
- (11) Hydromorphenol.
- (12) Methyl-desorphine.
- (13) Methylhydromorphine.
- (14) Morphine methylbromide.
- (15) Morphine methylsulfonate.
- (16) Morphine-N-Oxide.
- (17) Myrophine.
- (18) Nicocodeine.
- (19) Nicomorphine.
- (20) Normorphine.
- (21) Pholcodine.
- (22) Thebacon.

© Hallucinogenic Substances

Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation, which contains any quantity of the following hallucinogenic substances, or which contains any of their salts, isomers, and

salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

- (1) 3,4-methylenedioxy amphetamine.
- (2) 5-methoxy-3,4-methylenedioxy amphetamine.
- (3) 3,4,5-trimethoxy amphetamine.
- (4) Bufotenine.
- (5) Diethyltryptamine.
- (6) Dimethyltryptamine.
- (7) 4-methyl-2,5-dimethoxyamphetamine.
- (8) Ibogaine.
- (9) Lysergic acid diethylamide.
- (10) Marihuana.
- (11) Mescaline.
- (12) Peyote.
- (13) N-ethyl-3-piperidyl benzilate.
- (14) N-methyl-3-piperidyl benzilate.
- (15) Psilocybin.
- (16) Psilocyn.
- (17) Tetrahydrocannabinols.

Schedule II Substance
(Controlled Substance Act)

A chemical (other than a list I chemical) specified by regulation of the Attorney General as a chemical that is used in manufacturing a controlled substance in violation of this subchapter, and such term includes (until otherwise specified by regulation of the Attorney General, as considered appropriate by the Attorney General or upon petition to the Attorney General by any person) the following chemicals:

(a)

Unless specifically excepted or unless listed in another schedule, any of the following substances whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis:

- (1) Opium and opiate, and any salt, compound, derivative, or preparation of opium or opiate.
- (2) Any salt, compound, derivative, or preparation thereof which is chemically equivalent or identical with any of the substances referred to in clause (1), except that these substances shall not include the isoquinoline alkaloids of opium.
- (3) Opium poppy and poppy straw.
- (4) coca (FOOTNOTE 3) leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine or their salts have been removed; cocaine, its salts, optical and geometric isomers, and salts of isomers; ecgonine, its derivatives, their salts, isomers, and salts

of isomers; or any compound, mixture, or preparation which contains any quantity of any of the substances referred to in this paragraph. (FOOTNOTE 3) So in original. Probably should be capitalized.

(b) Opiates

Unless specifically excepted or unless listed in another schedule, any of the following opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters and ethers, whenever the existence of such isomers, esters, ethers, and salts is possible within the specific chemical designation:

- (1) Alphaprodine.
- (2) Anileridine.
- (3) Bezitramide.
- (4) Dihydrocodeine.
- (5) Diphenoxylate.
- (6) Fentanyl.
- (7) Isomethadone.
- (8) Levomethorphan.
- (9) Levorphanol.
- (10) Metazocine.
- (11) Methadone.
- (12) Methadone-Intermediate, 4-cyano-2-dimethylamino-4,4-diphenyl butane.
- (13) Moramide-Intermediate, 2-methyl-3-morpholino-1,1-diphenylpropane-carboxylic acid.
- (14) Pethidine.
- (15) Pethidine-Intermediate-A, 4-cyano-1-methyl-4-phenylpiperidine.
- (16) Pethidine-Intermediate-B, ethyl-4-phenylpiperidine-4-carboxylate.
- (17) Pethidine-Intermediate-C, 1-methyl-4-phenylpiperidine-4-carboxylic acid.
- (18) Phenazocine.
- (19) Piminodine.
- (20) Racemethorphan.
- (21) Racemorphan.

© Methamphetamine

Schedule III Substance

(a) Stimulants

Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances having a stimulant effect on the central nervous system:

- (1) Amphetamine, its salts, optical isomers, and salts of its optical isomers.
- (2) Phenmetrazine and its salts.
- (3) Any substance (except an injectable liquid) which contains any quantity of methamphetamine, including its salts, isomers, and salts of isomers.
- (4) Methylphenidate.

(b) Depressants

Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances having a depressant effect on the central nervous system:

- (1) Any substance which contains any quantity of a derivative of barbituric acid, or any salt of a derivative of barbituric acid.
- (2) Choralhexadol.
- (3) Glutehimide.
- (4) Lysergic acid.
- (5) Lysergic acid amide.
- (6) Methypylon.
- (7) Phencyclidine.
- (8) Sulfondiethylmethane.
- (9) Sulfonethylmethane.
- (10) Sulfonmethane.

© Nalorphine.

(d) Narcotic Drug

Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation containing limited quantities of any of the following narcotic drugs, or any salts thereof:

- (1) Not more than 1.8 grams of codeine per 100 milliliters or not more than 90 milligrams per dosage unit, with an equal or greater quantity of an isoquinoline alkaloid of opium.
- (2) Not more than 1.8 grams of codeine per 100 milliliters or not more than 90 milligrams per dosage unit, with one or more active, non-narcotic ingredients in recognized therapeutic amounts.

(3) Not more than 300 milligrams of dihydrocodeinone per 100 milliliters or not more than 15 milligrams per dosage unit, with a fourfold or greater quantity of an isoquinoline alkaloid of opium.

(4) Not more than 300 milligrams of dihydrocodeinone per 100 milliliters or not more than 15 milligrams per dosage unit, with one or more active, nonnarcotic ingredients in recognized therapeutic amounts.

(5) Not more than 1.8 grams of dihydrocodeine per 100 milliliters or not more than 90 milligrams per dosage unit, with one or more active, nonnarcotic ingredients in recognized therapeutic amounts.

(6) Not more than 300 milligrams of ethylmorphine per 100 milliliters or not more than 15 milligrams per dosage unit, with one or more active, nonnarcotic ingredients in recognized therapeutic amounts.

(7) Not more than 500 milligrams of opium per 100 milliliters or per 100 grams, or not more than 25 milligrams per dosage unit, with one or more active, nonnarcotic ingredients in recognized therapeutic amounts.

(8) Not more than 50 milligrams of morphine per 100 milliliters or per 100 grams with one or more active, nonnarcotic ingredients in recognized therapeutic amounts.

(e) Anabolic steroids.

Schedule IV Controlled
Substance

- (1) Barbitol.
- (2) Chloral betaine.
- (3) Chloral hydrate.
- (4) Ethchlorvynol.
- (5) Ethinamate.
- (6) Methohexital.
- (7) Meprobamate.
- (8) Methylphenobarbital.
- (9) Paraldehyde.
- (10) Petrichloral.
- (11) Phenobarbital.

Schedule V Controlled
Substance

Bupramorphine

Codeine Cough Preparation

Appendix B: Controlled Substance Advisory Committee

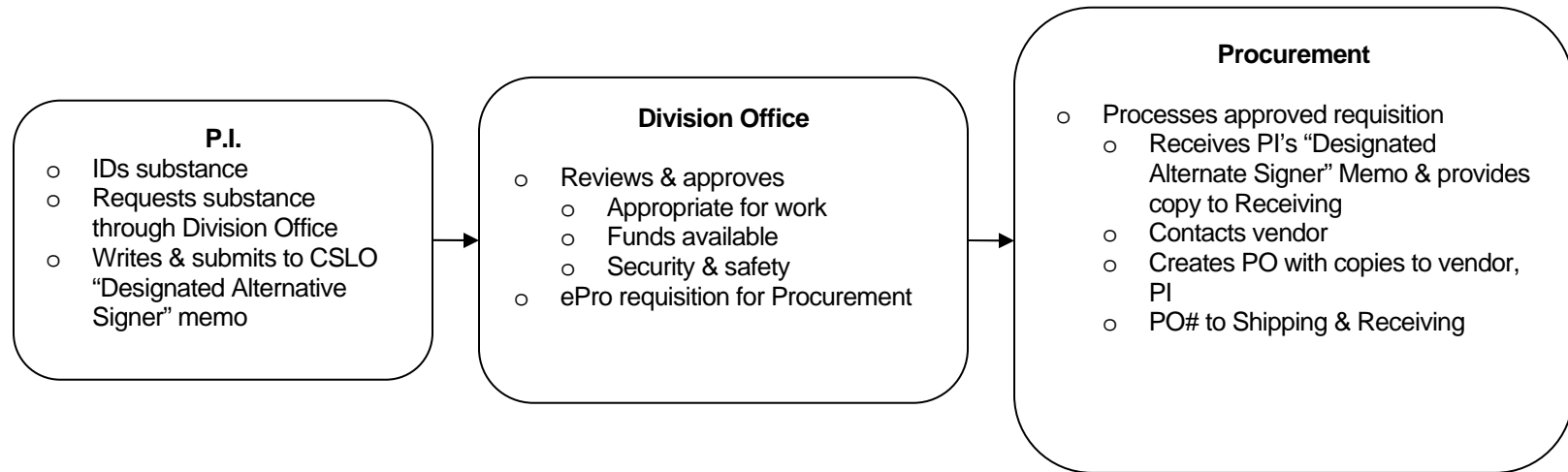
Points of Contact

<u>Contact Name</u>	<u>LBNL Phone</u>
PRIMARY CONTACT	
Howard K. Hatayama or Designee Division Director Environmental, Health & Safety Division (EH&S)	486-4261
ALTERNATE PRIMARY CONTACT	
Dan Lunsford (Primary Contact), Security Manager Genevieve Pastor-Cohen, (Back-up Contact) Program Manager EH&S– Security & Emergency Operations (SEO)	486-6016 486-7033
SECONDARY CONTACTS	
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William Llewellyn (Primary Contact) Tammy Brown (Back-up Contact) Transportation Manager Facilities	486-7726 486-5232
John Morgan (Primary Contact) Dave McFann (Back-Up Contact) Property Manager OCFO – Property Management	486-5728
Jim Breckinridge Site Access Manager EH&S – Security & Emergency Operations	486-4855
Nancy Rothermich (Primary Contact) Waste Management Group Leader EH&S – Waste Management	486-4644
Mary Gross Neil Landau Department of Energy, Berkeley Site Office	486-4373 486-6479

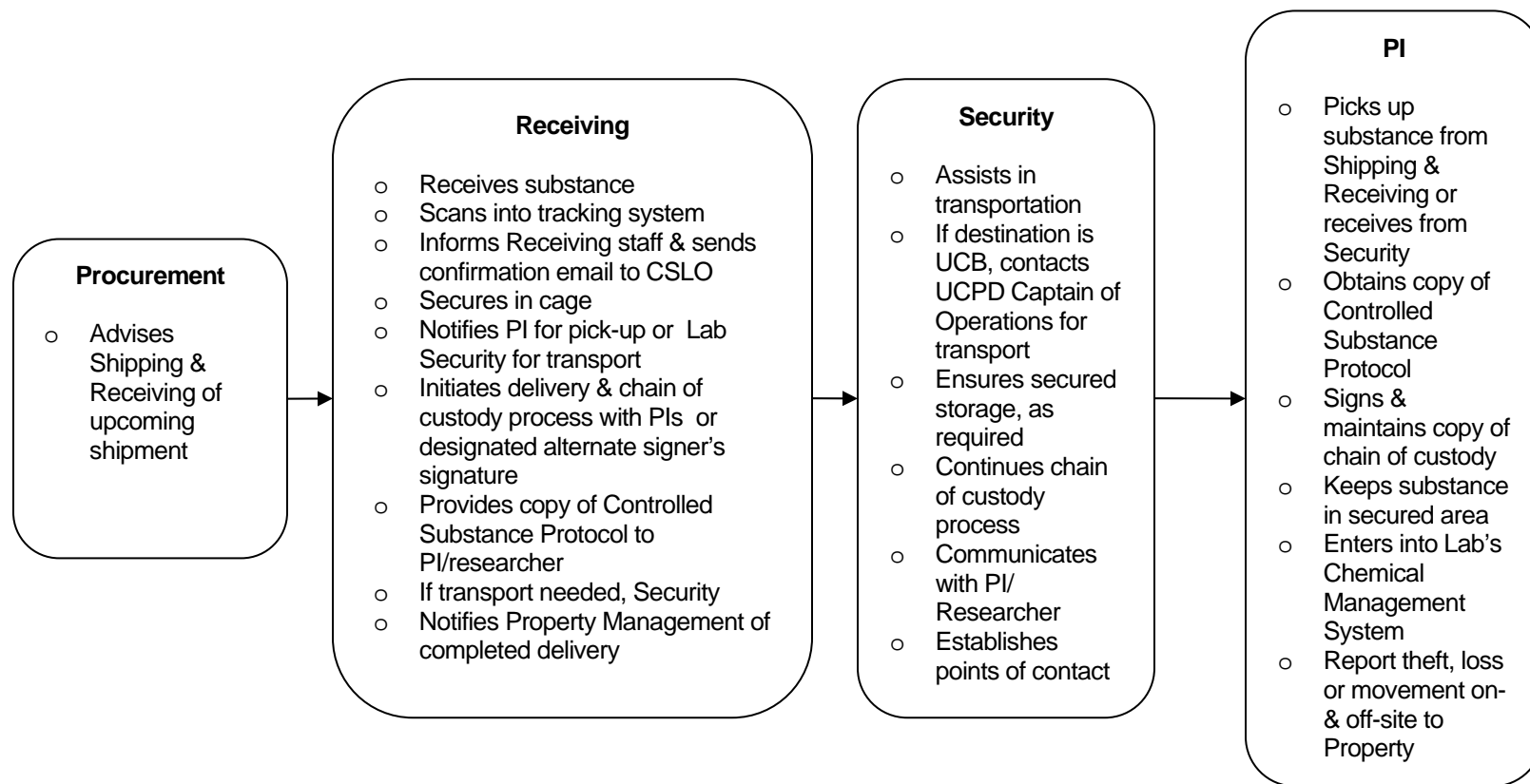
Appendix C: Controlled Substance Flow Chart

(Please see next page)

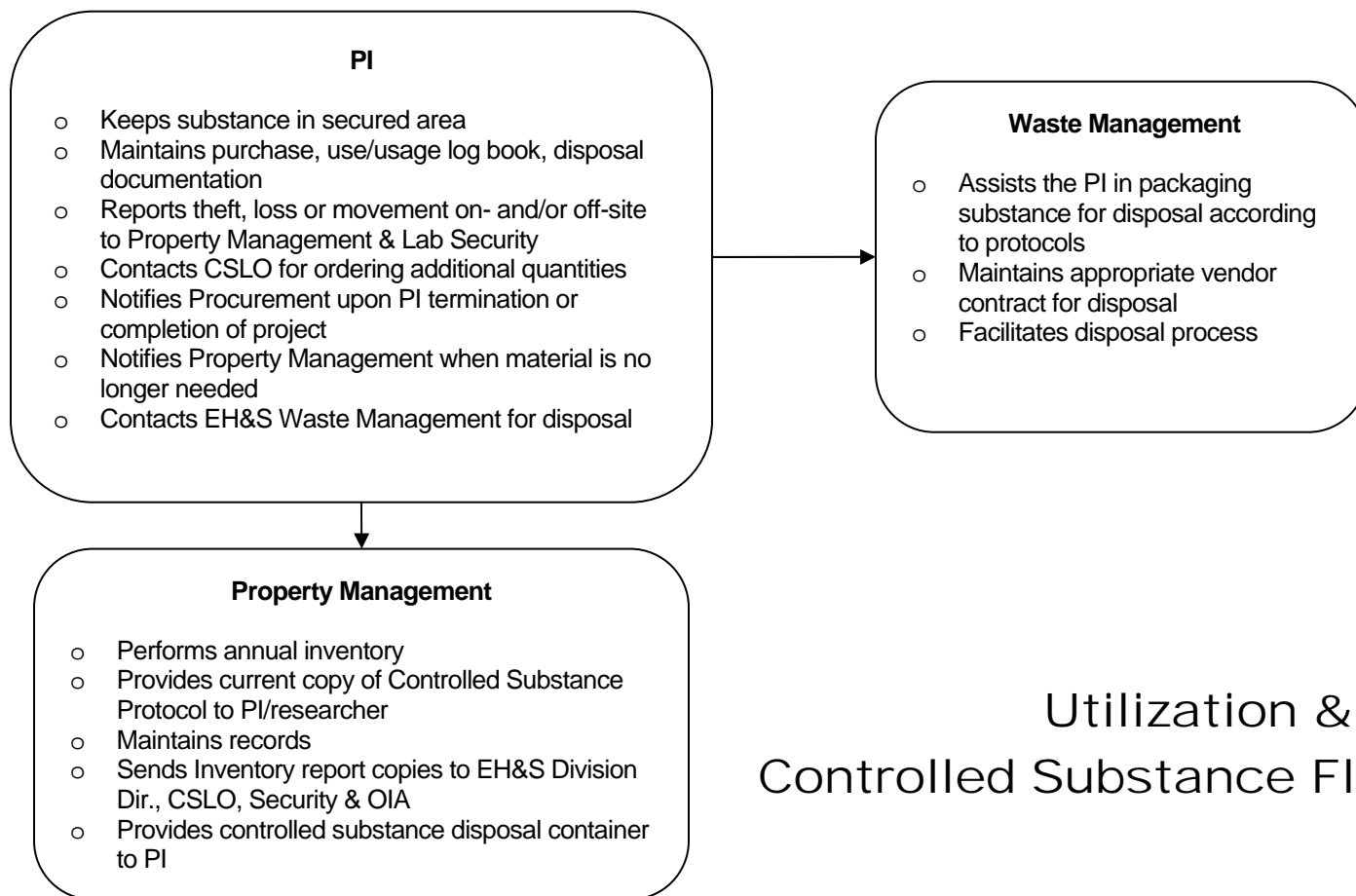
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Acquiring Substance Controlled Substance Flow Chart



Receiving Substance
Controlled Substance Flow Chart



Utilization & Disposal Controlled Substance Flow Chart

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Appendix D: Designated Alternate Signer (Sample Memo)

To: Edward Anderson, Controlled Substance Liaison Officer

From: (PI's Name)

Subject: Designated Alternate Signer for PO# _____

I authorize _____, who is a full-time career employee with Lawrence Berkeley National Laboratory, to sign in my absence for substances ordered under PO# _____ for [name of substance(s) ordered under this Purchase Order].

Should I not be available for receipt of the above order, _____ is authorized to receive and sign for the order and bring it to its destination where it will be placed in a secured area.

Signed:

Principal Investigator (Date)

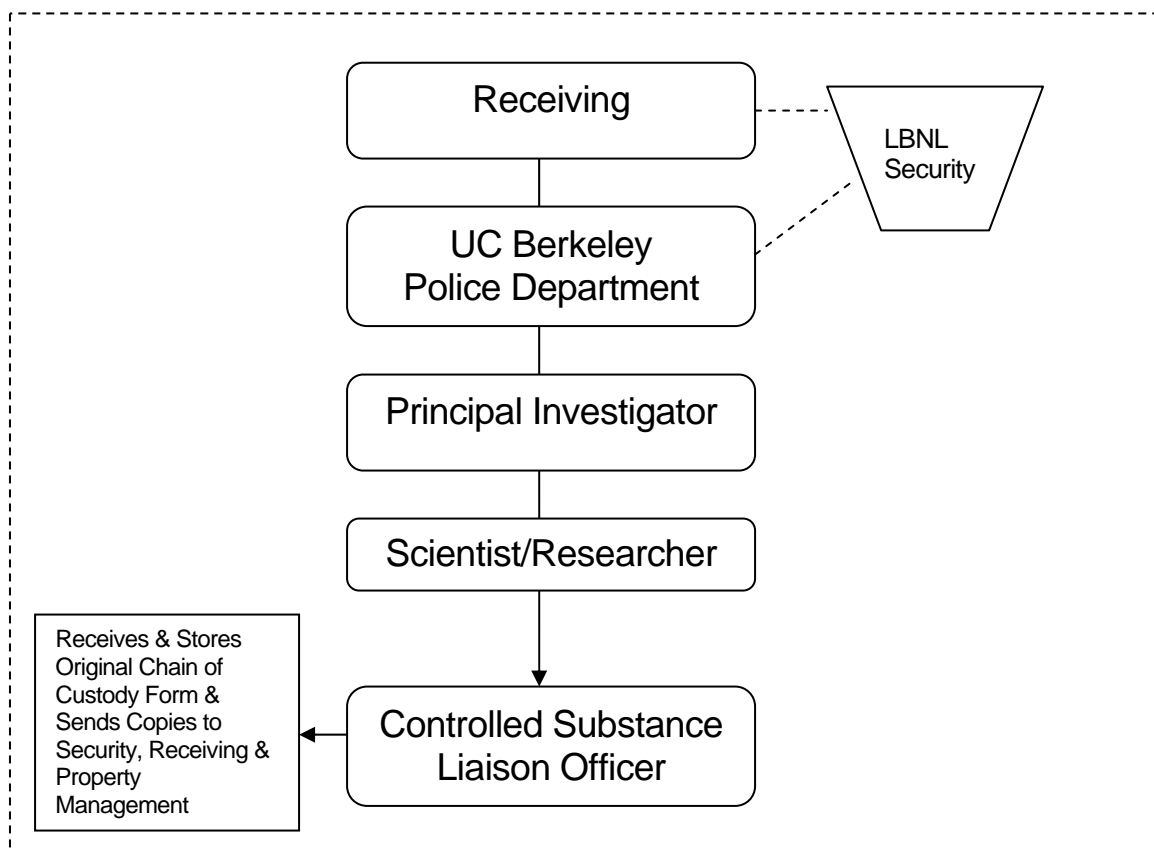
Designated Alternate Signer:

Signature (Date)

Print Name

Employee #

Appendix E: Chain of Custody Flow Chart for Transportation of Substance to UC Berkeley



Appendix F: Chain of Custody Form

Chain of Custody for Schedule I & II Controlled Substances at LBNL for Scientific Research

Chemical: _____

Authorized Host: _____ Location: _____

LBNL PO #: _____

Destination: _____

Name (Print)	Signature	Date	Time	Location

A COPY OF THIS FORM SHALL REMAIN IN THE POSSESSION OF THE RESPONSIBLE INDIVIDUAL CURRENTLY IN POSSESSION OF THE SCHEDULE I OR II CONTROLLED SUBSTANCE.

ORIGINAL TO CONTROLLED SUBSTANCE LIAISON OFFICER

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